

***ELPNA Meeting September 19, 2018  
3:30 PM CST via Conference Call***

***Attendees: Carol DeSchepper, Chair  
Marie Wiegert, Region 3, Vice Chair  
Andy West, Secretary  
June Sand, Treasurer  
Marilyn Johnson, Anita Huntley, Region 1  
Karen Setzer, Region 2  
Phyllis Bruce (Membership), Nancy Deetz, Region 3  
Marilee Tollefson, Ruth Manchester, Region 8  
Nancy Roberts, Region 9***

<b><i>Topic/Agenda Item</i></b>	<b><i>Discussion</i></b>	<b><i>Action</i></b>	<b><i>Responsible Person/Timeline</i></b>
1)Welcome and Introductions	The group was welcomed and introductions made as individuals joined the call.	None	
2) Opening Prayer	Marilee Tollefson offered opening devotions. The devotion was written by Carol DeSchepper and placed on the Avera web site ( <a href="http://www.avera.org">www.avera.org</a> ) – where there are daily reflections written by employees or physicians that are available to sign-up for.	None	
3)Approval/Addition to Agenda	Carol asked for additions to the Agenda. Motion was made to accept the Agenda.	Motion was seconded and passed.	
4)Approval of Minutes	Carol presented the August Minutes for approval. Motion was made to approve as sent out.	Motion was seconded and passed.	
5)Treasurer’s Report	June presented the Treasurer’s Report previously sent to the directors. National Funds Total: \$14,833; Regional Funds: \$7,149.87. There are no expenses to date but two pending bills, one from Region 3 for that national share of Constant Contact (\$240) and the second to Yvette Duhalery to repay her for the expense of the web site blog (\$99.00). June reported that memberships for 2019 are coming in.		Board members are encouraged to send in their 2019 membership renewal.

6)Membership Report	Phyllis reported that 128 was the total membership for 2018. Those who has not renewed since 2017 were sent an e-mail suggesting that if they joined now the membership fee would apply to 2019 membership. June reported that there were 8 members for 2019. June also reported that new members had joined from Region 9, the e-mail address was difficult to read so she called her and had an interesting discussion. Board members are encouraged to get their own renewals in for 2019		
7) 2018 Goals	<p>Carol opened the discussion on goals</p> <p><b>Goal 1</b> – No up-date action.</p> <p><b>Goal 2</b> – Completed.</p> <p><b>Goal 3</b> - Nancy is in process of reviewing some videos and will report results.</p> <p><b>Goal 4</b> – Communication committee has not met. Phyllis put information in an e-blast; there has been no use of blog recently. It was suggested that the blog be delete since it has not been used and encourage people to go to Yammer since it is more active. Committee will look at other ways to encourage dialogue.</p> <p><b>Goal 5</b> – Various board members discussed actions taken: Anita discussed actions taken in her region; Ruth placed an announcement in parish nurse newsletter but is not sure of any other parish nurses in Washington area; Marilee is checking out possible connections/dialogue with LCMS; Nancy and Marilyn had a telephone conference with synod bishop sharing brochure and other informational brochures. Nancy and Marilyn also reported that their bishop is interested in assisting the identification of parish nurses in Florida and placing ELPNA’s web site on synod’s web site; Nancy and Marilyn will be working with synod staff to accomplish this. They also plan to request permission to attend rostered ministry meeting this fall and present information about parish nursing. Lutherans International, an organization that provides travel for faith community nurses was also discussed</p> <p><b>Goal 6</b> – Board members were asked about reelection to the Regional Representatives positions; Rose, Marilyn, and Nancy D. are stepping down. Names for the following Regional Representatives positions will be needed: 1 for Region 1, 1 for Region 2, 1 for Region 3, 1 for Region 6, and 2 for Region 7.</p> <p>There are no names for the position of Chair or Secretary, but, in looking at the Bylaws, the current persons in those positions are eligible for one more year of service but if that happens, all four members of the Executive Committee would be elected next year. Discussion was voiced on the future of the organization. Several ideas were mentioned: having a Co-chair, and the idea of regional representatives stepping into leadership positions in future. Phyllis is encouraging a person in Region 3to join the board. She will send minutes and possibly invite this person to join the next board meeting’s conference call. Phyllis encouraged board members to</p>	Actions continue on each of the goals.	Board members

	<p>talk to Carol about the position of chair and what it takes.</p> <p><b>Goal 7</b> – June is preparing packets for each seminary that includes a letter and brochure to Congregational and Community Care person plus the president to be sent in the near future. Marilee is interested in connecting with the LCMS seminary in Philadelphia – she also has a PowerPoint on What a PN can do for your congregation.</p> <p><b>Goal 8</b> – No information has come from Churchwide. June will send original letter to the Bishop stating that we have not be able to make that contact and ask for her help. Nancy said that she went through Administrative Assistant when connecting with her bishop; Anita contacted the Communication Secretary at her synod to get information on her synod’s website. June with check at Churchwide about other people to connect with.</p> <p><b>Goal 9</b> – Discussion centered on how to identify mental health resources that we can use and how to make available on website. There may be a need to organize the information in a new configuration on the website. Phyllis will contact the web person to know how to add categories for different aspects of mental health and the cost involved with adding 5 new categories. Carol feels that having organization around the resources will enable the person/parish nurse to focus on the topic. Marilyn indicated the resources that she trusts are health departments and areawide aging groups; she suggested that we need to attend presentations or google the agency or visit it before using a speaker for parish nurse meetings.</p>		
8) Bylaws Review	<p>Carol suggested that Bylaws need to be reviewed since it has not done since 2015. A few items need to be examined – Anita and Marilee volunteered to work with Carol. June reported that Region 3 has made some changes in their bylaws; she suggested that each region might need to send their bylaws to the national organization for review before going forward with voting. Carol stated that the Bylaws require regions to submit proposed changes for approval before voting on the changes in the region. Region3 changes will be sent to Carol and forwarded to board for approval previous to their meeting.</p>	<p>The National Bylaws will be reviewed by the ad hoc committee.</p> <p>The proposed Bylaws changes for Region Three will be sent to Carol for distribution to the Board, who will vote via e-mail.</p>	<p>Carol, Anita and Marilee compose the committee.</p> <p>June, Carol and the Board members.</p>
9) ELPNA Retreat	<p>The general discussion was that a board retreat was not necessary every year. Since the last retreat was in 2017, the possible next retreat could take place in 2019. Carol suggested that this item remain on the agenda. June stated that it was good to get together and have face-to-face discussions. Nancy R. suggested that Florida in October or early November might be a good possibility.</p>	<p>Item to remain on agenda.</p>	<p>Carol</p>
10) Churchwide	<p>Churchwide Assembly will be held August 5-10, 2019 in Milwaukee.</p>	<p>None</p>	

Assembly			
11) Annual Membership Meeting	Carol opened the discussion on an annual meeting. "Annual" implies "every year". In the past it was held in conjunction with Region 3's meeting but cost of streaming is not possible. Having the meeting at Central Lutheran Church is a possibility with new building which is not completed. Last year the annual meeting was held on regular meeting day in November. The November meeting will be held on the 14th this year, which will be 2 <sup>nd</sup> Wednesday instead of 3 <sup>rd</sup> due to Thanksgiving. Membership report, goals, election results can be made possible to the membership electronically and the meeting held via conference call.	Annual meeting will be planned for the November Board meeting.	Carol
12) Communication Committee Report	No meeting – Phyllis sent out an e-blast recently. She reported that there was only 50% open rate. Phyllis did not feel this was a good rate and would like to increase the. She suggested the possibility sending it again with an incentive to open, i.e. the first person to reply with the correct answer to the content question will be recognized.	E-blast will be resent to the membership	Phyllis
13) Comments on ELCA Social Statements	Carol reminded the board to send in comments to the social statement by end of month.	None	Board members will send individual comments.
14) Member call	Carol reported that she had received a call from a member in Topeka, KS about starting a new ministry in her church. The person asked about funding possibilities. At this point in time, the national organization does not have a grant program although Region 3 does. Discussion was held about various options including (1) the person asking her Regional Representatives for funding from the region's account, and (2) the national organization develop guidelines and forms for grants using Region 3's process.	None	
15) Volunteer for devotion/prayer for October Meeting	Ruth Manchester. Phyllis reported that the devotion on the web site needed updating; it was suggested to use Carol's devotion that Marilee used to day for web site. Carol gave permission.	Carol's devotion would be placed on web site.	Phyllis and Carol
15) Prayer and other concerns	Hurricane Florence and help in growing parish nurse groups	None	
16) Closing prayer	Marilee Tollefson closed the meeting with prayer.	None	
17) Adjournment	At 5:03 CT		

Respectfully,  
Andrea West, Secretary